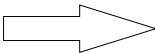# CONVERTING A CREDITOR MATRIX TO A TEXT FILE

● The following instructions will guide you to correctly format a creditor matrix and save it as a Text (.txt) file using either Microsoft Word or WordPerfect.

● A creditor matrix contains each creditor's name and mailing address. These names and addresses are used for noticing and claims information. The creditor matrix must be in ASCII file format with the .txt extension, before it can be successfully uploaded into the CM/ECF system.

Creditor Matrix Specifications:

✫ *The name and address of each creditor cannot be more than 5 lines.*
✫ *Each line may contain no more than 40 characters, including blanks.*
✫ *Names and addresses can be left or center justified.*
✫ *City, state and zip code must be on the last line of each address.*
✫ *"Attention" lines should be placed on the second line of the address.*
✫ *Avoid spaces in the first position of the address line.*
✫ *Nine digit Zip codes must be typed with a hyphen separating the two groups of digits.*
✫ *All states must be two-letter abbreviations.*
✫ *Each creditor must be separated by at least two blank lines.*
✫ *Do not include page numbers, headers, footers, etc.*

● See the illustration below for an example of a correctly formatted mailing matrix.


```
              ⇒         U.S. Attorney
                        Federal Centre
                        138 Delaware Ave.
                        Buffalo, NY 14202


                     NYS Dept. of Tax & Finance
                     Attn: District Tax Attorney
                        Rm. 526, Swan St. Bldg.
                        6 Empire State Plaza
                        Albany, NY 12228-0001


                     Internal Revenue Service
                     Special Procedures Section
                     PO Box 266,Niagara Sq Sta.
                     Bankruptcy Sub Sect.,Rm 22
                        Buffalo, NY 14201


                        Corporation Tax
                        Attn. Franchise Tax
                        State Campus
                        Albany, NY 12226
```
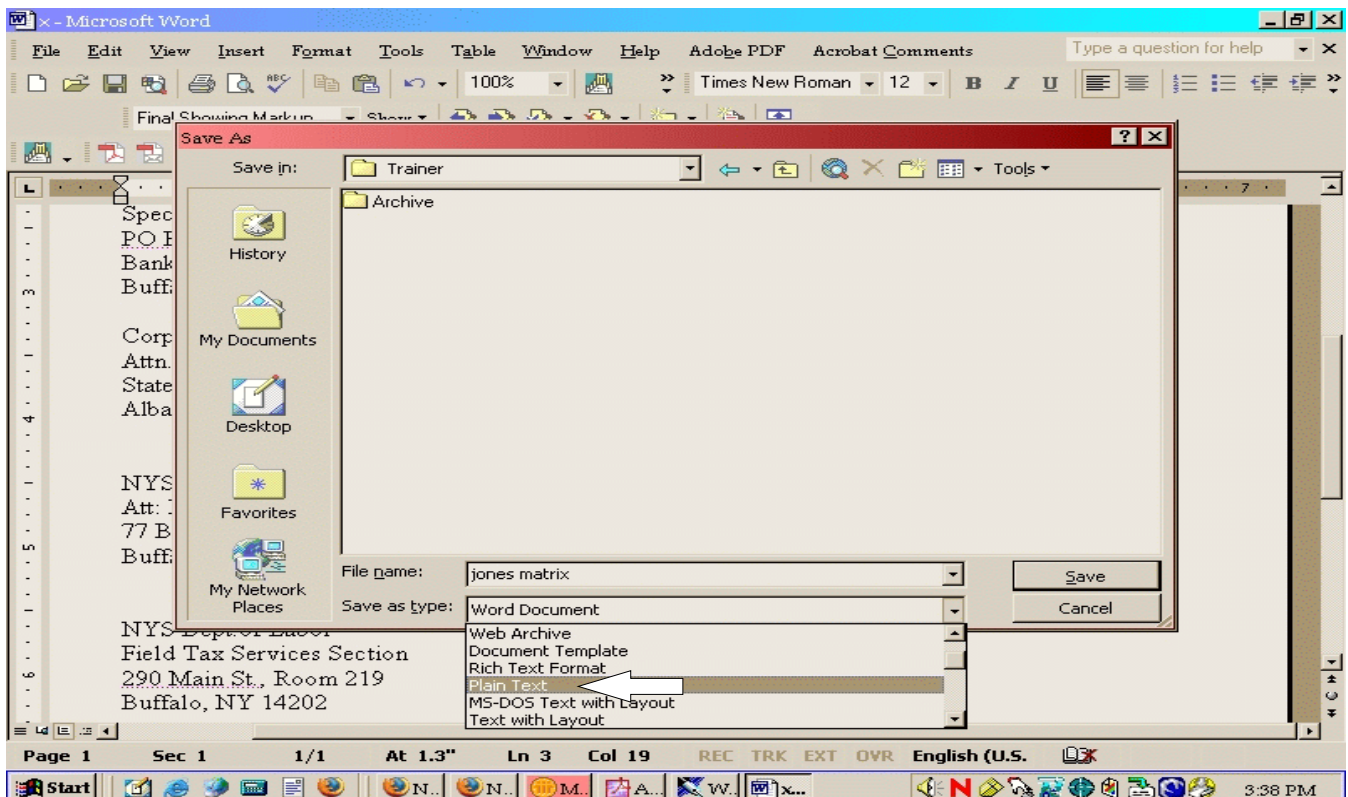
● After creating the creditor list using either Microsoft Word or WordPerfect, click on <u>File</u> and choose <u>Save As</u>.
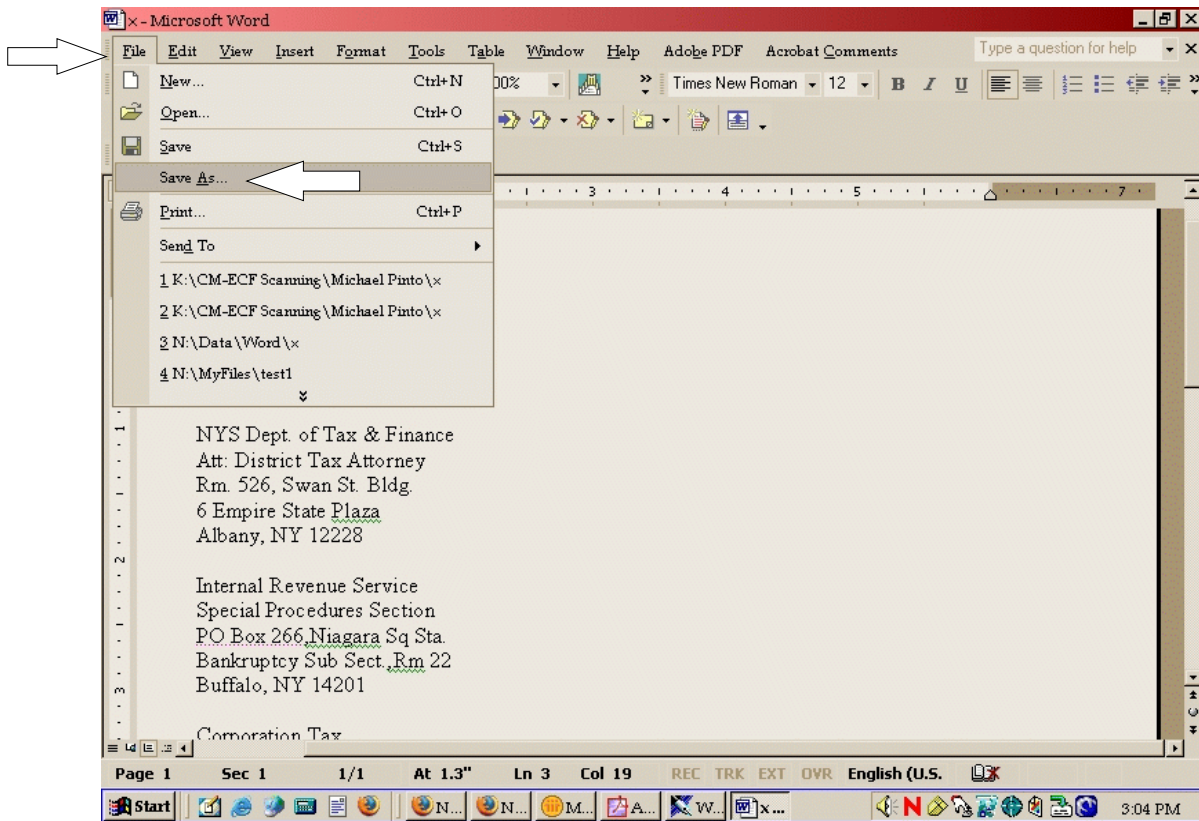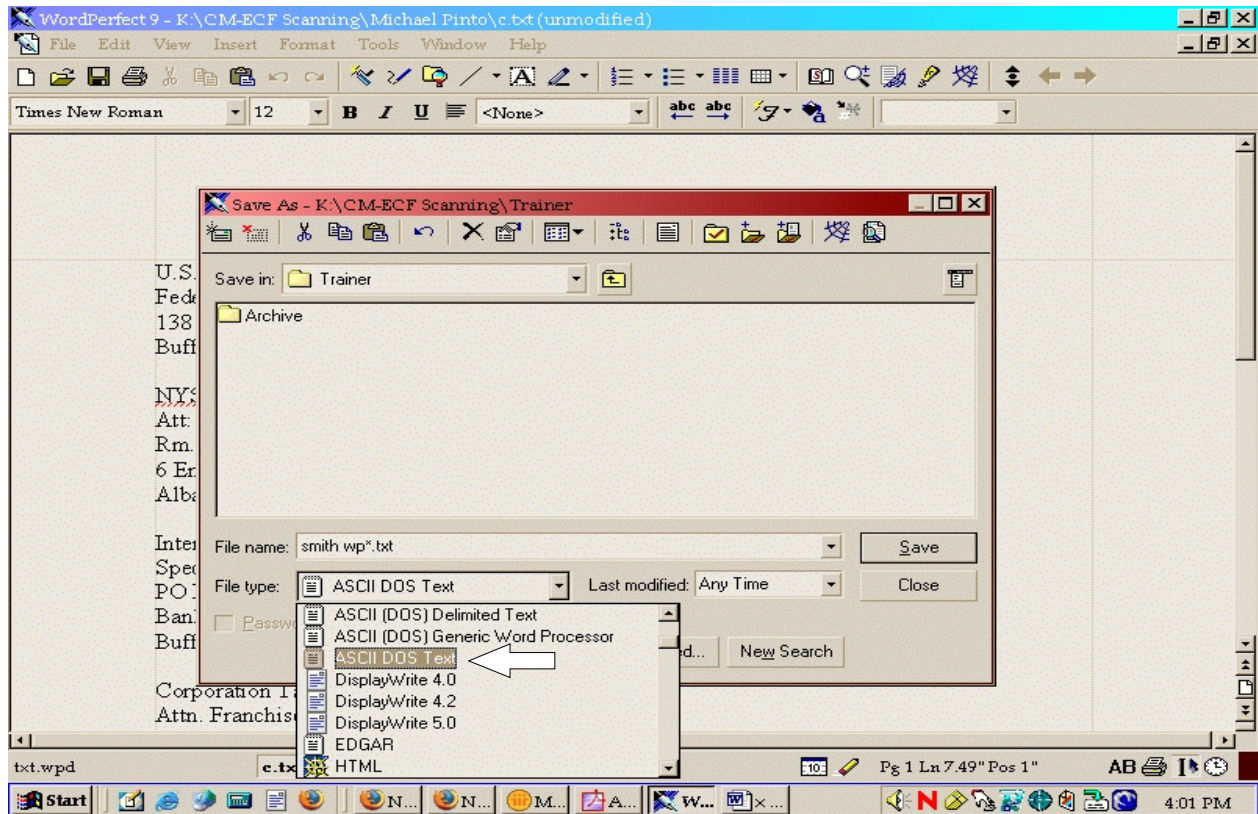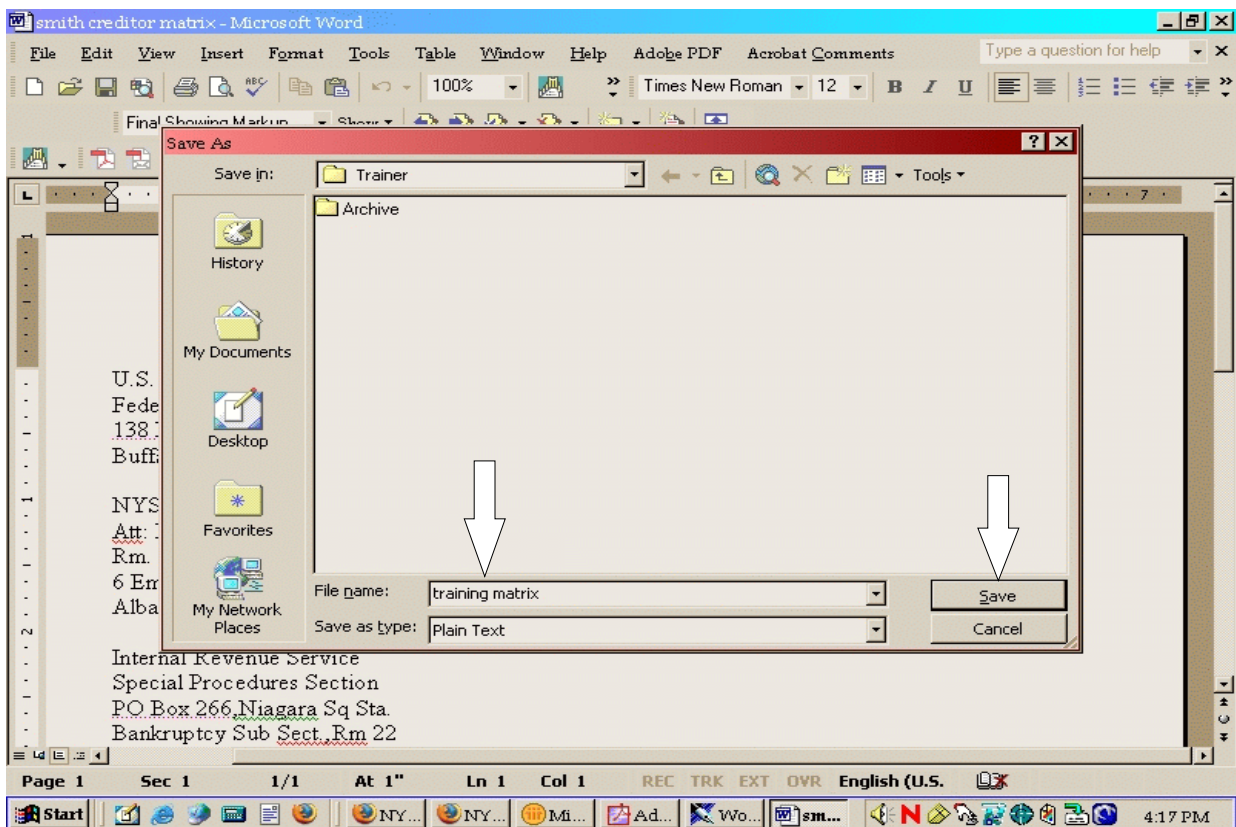

The Save File dialogue box is displayed.

● **IF USING MICROSOFT WORD:** Click the drop down menu arrow in the <u>Save As Type</u> box and select <u>Plain Text.</u>

● **IF USING WORDPERFECT**: Click the drop down menu arrow in the <u>File Type</u> box and select <u>ASCII DOS Text</u>.

● **FOR BOTH MICROSOFT WORD OR WORDPERFECT:** Enter the name of the document in <u>File Name</u> and click <u>Save</u>.

⬤ If a Text File has been successfully created, it will look exactly like the file pictured below.

✧ **CLERKS TIP**: After creating your Text File remember **WHERE** you saved your file and **WHAT** you named it. Giving the file a distinctive name and knowing the location will make the creditor upload process an easy step.
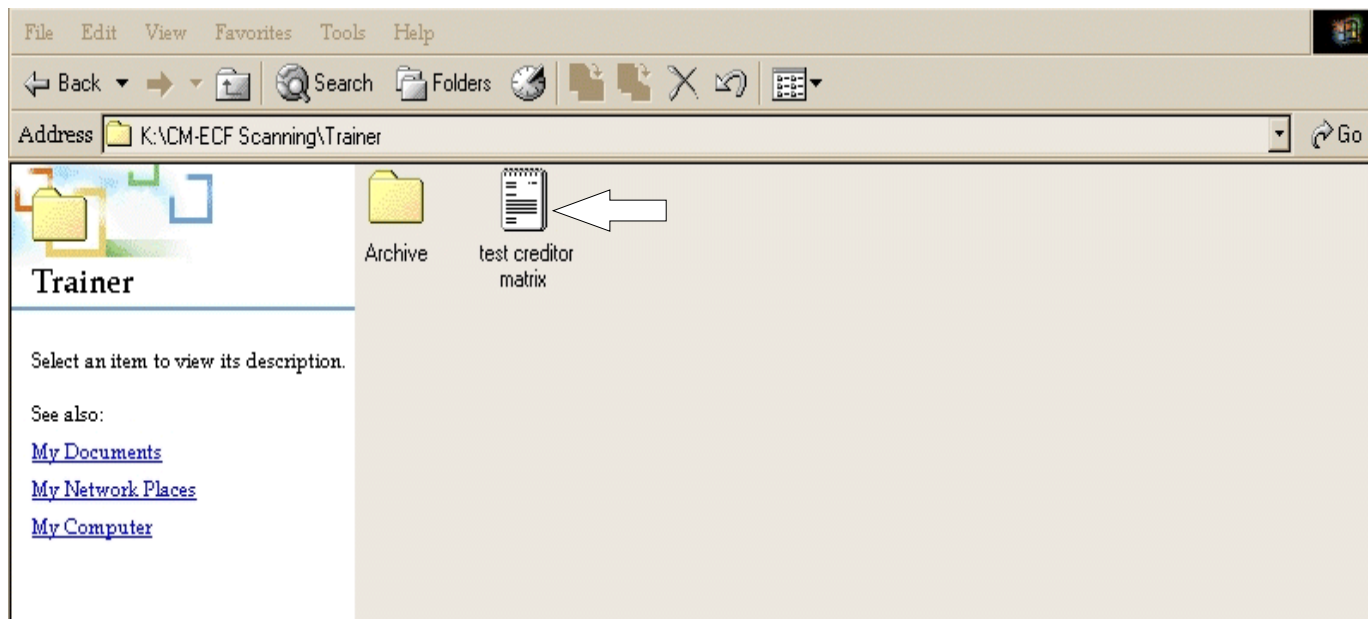
⬤ This is the final step in creating a Text File. For further information regarding Text Files, see the Court's instructions on uploading a creditor matrix.

☺ **PLEASE DO NOT HESITATE TO CALL THE COURT AND SPEAK WITH A CASE ADMINISTRATOR IF THERE ARE ANY QUESTIONS OR CONCERNS ((716) 551-4130 Buffalo or (585) 613-4200 Rochester)**